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Agency Secretary

Air Resources Board

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Chairman

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: May 1, 2002

SUBJECT: SAFETY MEETING IDEAS – MAY 2002

Suggested issues to discuss during your next meeting are:

1. Air Travel Information

The Federal Aviation Administration (FAA) has a useful travel information web site: <http://www.faa.gov/apa/traveler.htm>. This site is designed to provide you with the most up-to-date information when preparing to travel by air in the United States or overseas. It contains information about what to wear, what you cannot take on an airplane, airport security information, flight delay information, etc. If you travel by air, you may want to visit this web site.

2. Plant Health

Dumping our left over coffee and other beverages into plants is not only unhealthy for the plant but also can encourage mold growth that is unhealthy for us. This mold could affect the indoor air quality of the office. Any plants with mold or pests must be removed from the office. Please, dump left over beverages down a sink drain.

3. Be Aware...Plan, Prepare

This 3-fold brochure "[Be Aware....Plan, Prepare](#)" was prepared by the Office of Emergency Services to provide information on how to prepare for an emergency, including terrorist attacks. For specific emergency information specific to the facility in which you work, go to ARB Inside, click on "Administrative Services," click on "Safety," click on "Facility Safety Information" and then click on your facility address.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

Printed on Recycled Paper

Document your meeting by using Form HS-1 ["Safety Meeting Report"](#) which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov.